

***** TRAINING *****

The Technical Training Program at the State Personnel Board has some spaces available in one of our Personnel Actions classes.

SPB HEARING PROCESS

This one-day class is designed to provide a step-by-step overview concerning the manner in which evidentiary hearings are conducted before Board Administrative Law Judges. It includes the following topics: the administrative intake process; discovery issues; pre-hearing conferences; rules for the conduct of hearings; opening and closing statements; rules of evidence (including hearsay); examination of witnesses; introducing evidence; and hearings before the Board. Note: This class will primarily deal with hearings concerning appeals from adverse action, rejection during probation, non-punitive termination, medical action, discrimination, and retaliation. It will not cover merit issue complaints or the manner in which hearings are conducted before Board Hearing Officers.

This class provides non-attorneys (or attorneys unfamiliar with SPB proceedings), with a basic understanding of their roles and responsibilities when acting as a legal representative in evidentiary hearings before the Board.

This class is designed for both department and employee representatives who are required to represent the legal interests of their respective clients in hearings before the Board.

The instructor for the class is: Shawn Cloughesy, Administrative Law Judge, State Personnel Board

October 21, 2003
8:30 a.m.- 4:30 p.m.
State Personnel Board
801 Capitol Mall, Room 312
Sacramento, CA 95814

\$110 per participant

For questions about registering, please contact Michael Ballard at (916) 653-2085 or e-mail mballard@spb.ca.gov.

For other questions please check the website: http://www.spb.ca.gov/spbtrain/hearing_process.htm

To register for upcoming classes please complete an SPB-46 Program Registration form. The form is downloadable from the Web site in both Microsoft Word format and Adobe Acrobat Reader format at http://spb.ca.gov/spbtrain/class_reg.htm or call us and we will fax a blank form to you. Fax your completed Program Registration form to (916) 657-2502, and we will schedule you for the class.